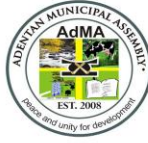


Kindly, find below the completed table on standards governing services delivered by the Assembly.

Regarding the fee paying service, kindly find attached the fee fixing resolution of the Assembly covering Development and Building Permits.

S/n	Service	Timeframe for service delivery as per Act 975	Adentan Municipal's Timeframe for service delivery	Fee Payable
1	Building Permit (small, medium, major construction)	30 Days	30 Days	Refer to attached document
2	Temporary Permit (Kiosk, container, shed)	-	14 Days	Refer to attached document

If you have any questions about the information provided, kindly call the undersigned on 0208980814 for further explanations.



### ADENTAN MUNICIPAL ASSEMBLY

The Adentan Municipal is one of the 260 Metropolitan, Municipal and District Assemblies (MMDAs) in Ghana, and forms part of the 29 MMDAs in the Greater Accra Region. It shares boundaries with Ashaiman Municipal Assembly and Kpone Akatamanso Municipal Assembly in the east and north, La Nkwantanang Madina Municipal Assembly in the west and south, Tema Metropolitan in the north.

The Municipality lies 10 kilometres to the Northeast of Accra, which is specifically located on latitude 5° 43' north and longitude 0° 09' west.



*Working Hours:*

Monday - Friday: 8:00 am - 5:00 pm

*Address:*

P.O. Box. AF 240 Adenta, Adenta, Ghana

*Phone Number:*

(+233-302) 520883-5

*Website:*

<http://adentan.ghanadistricts.gov.gh>



## ADENTAN MUNICIPAL ASSEMBLY

### Permit Acquisition Procedure



The Adentan Municipal Assembly has put in place stringent measures to improve the quality of service regarding the issuance of building permits by simplifying processes, clarifying rules and procedures and setting timeframes for prompt completion of tasks in order to render them more transparent to the public. The objective is to create a customer – oriented service focused on providing value for money services.

Any person or organization that wants to put up a building, transform an existing building, demolition an existing structure must acquire a Development / Building Permits.

An overview of the Permitting procedure

### STEP ONE - Apply for Permit Form

#### To apply, the applicant needs:

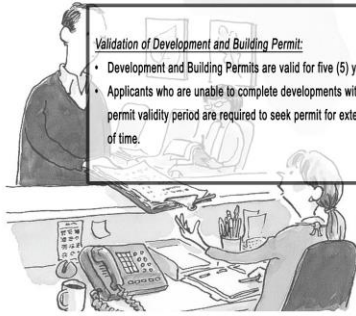
- The Applicant needs to proof ownership of Land. The minimum proof of ownership is a land ownership search report from the Lands Commission conforming to the applicant's indenture.
- Building Permit Application Form duly completed on behalf of the applicant
- Four (4) sets of Architectural drawings duly signed by a registered Architect
- Four (4) sets of Structural drawings duly signed by a Registered Structural Engineer if it is a multi storey.
- Any other document as may be necessary.

#### For Multi - User and Multi - Level Development:

- Ghana National Fire Service Report
- Geo-technical (Soil Investigation) Report
- Structural integrity report where development has commenced
- Traffic Impact Assessment Report
- Structural Analysis Report
- Environmental Protection Agency Report
- Any other documents as may be necessary

#### Validation of Development and Building Permit:

- Development and Building Permits are valid for five (5) years
- Applicants who are unable to complete developments within permit validity period are required to seek permit for extension of time.



### STEP TWO - Submission of the Application

Submission of Applications to the Secretariat  
(Physical Planning Department)

- Submit completed forms with all other attachments as specified in the Building Permit Application and PPD Form 1 to the Physical Planning Department

- Vetting (zoning checks and planning assessment) by the Physical Planning Department.

- Vetting (Structural and Architectural assessment) by the Works Department.

- The secretariat (Physical Planning Department) collates technical findings for site inspection.

**SUBMIT**

- The Physical Planning Officer and the Works Engineer lead conduct of site inspection with applicant or his agent where necessary.



### STEP THREE - Considerations, Approval Payment and Collections

- Technical Consideration of application by Technical Sub-Committee where the development applications are assessed and recommendations made to the Spatial Planning Committee
- Statutory Consideration of Application by the Spatial Planning Committee.
- Pay approved building permit fees.
- Endorsing and signing of application by the Physical Planning Officer and the Works Engineer.
- Collect building permit and seek further instructions for commencement of building project from the Works Department.

